

**SAMPLE LETTER FROM GENERAL CONTRACTOR
REGARDING CONTRACTOR ACCOUNTING CONTROLS
ONLY APPLIES TO CONTRACTS OF \$100,000 OR MORE
Required by M.G.L. c.30 §39R**

FORM G

**SUBMIT ON
CONTRACTOR'S LETTERHEAD**

Date

Address to **xxxxxx Housing Authority**

RE: **Project Name and Project Number**

Dear Mr/Ms:

This letter is being submitted in accordance with Article 13.3 of the General Conditions of our Contract for Construction for the above captioned project. Please be advised that our firm has a system of internal accounting controls which assures that:

1. transactions are executed in accordance with management's general and specific authorization;
2. transactions are recorded as necessary, to permit preparation of financial statements in conformity with generally accepted accounting principles, and to maintain accountability for assets;
3. access to assets is permitted only in accordance with management's general or specific authorization; and
4. the recorded accountability for assets as compared with the existing assets at reasonable intervals and appropriate action was taken with respect to any difference.

Sincerely,

President
(General Contractor)